

STATE OF UTAH
DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING

APPLICATION FOR LICENSURE

FUNERAL SERVICE DIRECTOR

DOPL-AP-056 REV 11/20/2003

APPLICATION INSTRUCTIONS AND INFORMATION

General Statement: The Division desires to provide courteous and timely service to all applicants for licensure. To maximize its efficiency and level of service, the Division will process complete applications only. **A complete application includes all applicable supporting documents and fees.** The fees are for processing your application and will not be refunded. Failure to complete the application and supply all necessary information will delay processing and may result in denial of licensure. Please read all instructions carefully.

Address of Record: The address listed on the application will be your address of record. All correspondence from the Division will be sent to that address. It is your responsibility to directly notify the Division of any change in address.

Social Security Number: Your social security number is classified as a private record pursuant to Title 63, Chapter 2, Utah Government Records Access and Management Act (GRAMA). It is used as an individual identifier for our licensing database and for purposes of the child support enforcement pursuant to Subsection 78-32-17(3) and is mandatory pursuant to Subsection 58-1-301(1), Utah Code Ann., which implements the requirements of 42 U.S.C.666(a)(13). An application that does not include a social security number is incomplete and cannot be processed.

SUPPORTING DOCUMENTS AND FEES:

In addition to submitting a completed application, complete the following:

1. Submit the original letter from Exporior documenting your passing score on the Utah Law and Rules and Ethics Examination.
2. If you are applying for initial licensure, complete the following:
 - ☐ Submit an official transcript verifying completion of an associate's degree in a mortuary science program accredited by the American Board of Funeral Service Education or other accrediting body recognized by the U.S. Department of Education.
 - ☐ Submit an original letter or certification from the Conference of Funeral Service Examining Board documenting your passing score on the funeral service examination.
 - ☐ Submit a "Verification of Work Experience as a Licensed Apprentice Funeral Service

Director” form (attached to this application) documenting a minimum of 2,000 hours and 50 embalmings over a one-year period.

3. If you have been practicing full time as a **licensed** funeral service director or embalmer in another state for 5 of the past 10 years (endorsement), complete the following:

- ❑ Using the “Request For Verification of License” form (attached to this application), obtain verification of licensure from a state in which you are currently licensed in funeral service and/or preneed.

Request that the verifying state(s) complete the form(s) and mail or fax them directly to the Division or return them to you for submission with your application.

- ❑ Submit a “Verification of Work Experience as a Licensed Funeral Service Director” form (attached to this application) documenting full time employment as a licensed embalmer or funeral service director, which practice must have included embalming, for 5 of the past 10 years immediately preceding the date of this application.
- ❑ Submit documentation of having completed 20 hours of continuing professional education within the past two years immediately preceding the date of this application.

Include “Certificates of Completion” for each course taken with this application. Applications will not be reviewed without this documentation showing courses completed. The CPE courses that qualify for licensure cannot be used to qualify for any CPE required for subsequent renewals.

4. Submit a **\$160.00** non-refundable application-processing fee, made payable to “DOPL.”

ADDITIONAL IMPORTANT INFORMATION:

1. **Law and Rules Exam:** All applicants for licensure must pass the Utah Law and Rules and Ethics Examination. Contact Experior at the address and telephone number below to register for the law examination.

Experior, 5486 South 1900 West, Suite C, Taylorsville, Utah 84118, (801) 355-5009

You may also purchase a study guide from Experior, which has been prepared to assist candidates taking law exams. In addition, the following applicable laws and rules are available on the Internet at www.dopl.utah.gov:

- ❑ Division of Occupational and Professional Licensing Act
 - ❑ General Rules of the Division of Occupational and Professional Licensing
 - ❑ Funeral Services Licensing Act
 - ❑ Funeral Services Licensing Act Rules
2. **Current Documents:** Applications, statutes, and rules may change from time to time. If you have not recently obtained any of these documents, you may want to contact the Division or visit our Internet site to verify that you have current versions.
 3. **Examination Fees:** There are separate fees for all examinations. It is the responsibility of the applicant to submit the fees directly to the testing agency.
 4. **Temporary Licenses:** are not issued.
 5. **Applications requiring board review** will be presented to the board at the next scheduled board meeting.
 6. **Qualified Professional Education:** Funeral Service Directors are required to complete twenty (20) hours of qualified professional education during each two year renewal period as a condition of renewing their license.
 7. **License Renewal:** All funeral service licenses expire May 31 of each even-numbered year.

Unlike many other states, Utah's license renewal schedule **is not** based on the licensee's date of initial licensure. Under Utah's renewal system, all licenses in each profession expire as a group on the same day every two years. Therefore, the length of a licensee's first renewal cycle depends on how far into the current renewal cycle initial licensure was obtained. Each renewal cycle thereafter is for a full two years.

Additionally, the fee paid with this application for licensure is an application-processing fee only. It does not include a renewal fee. Each licensee is responsible to renew licensure **PRIOR** to the expiration date shown on the current license. Renewal information is disseminated to each licensee at the licensee's last known address, as provided to the Division, approximately two months prior to the expiration date shown on the license.

8. **Updating Address Information:** It is your responsibility to maintain a current address with the Division. If your address is incorrect, you will not receive renewal notices or other correspondence.
9. **Name Change:** If you have been licensed by the Division under any other name, please submit documentation of your name change such as a copy of your marriage license or divorce decree.

10. **Mail Complete Application to:**

By U.S. Mail

Division of Occupational & Professional Licensing
P.O. Box 146741
Salt Lake City, Utah 84114-6741

By Delivery or Express Mail

Division of Occupational & Professional Licensing
160 East 300 South, 1st Floor Lobby
Salt Lake City, Utah 84111

11. **Telephone Numbers:** (801) 530-6628

(866) ASK-DOPL – Toll-free in Utah
(866) 275-3675

12. **Fax Number:** (801) 530-6511

APPLICATION FOR LICENSURE

GENERAL INFORMATION:

License Applying For: FUNERAL SERVICE DIRECTOR

Social Security Number: _____

Last Name: _____ Maiden Name: _____

First Name: _____ Middle Name: _____

Have You Ever Held A Utah License Before? Yes _____ No _____

If Yes, Name of Profession: _____

If Yes, License Number: _____

Gender (Male or Female): _____ Date of Birth: _____

MAILING ADDRESS:

Street: _____

City: _____ State: _____ Zip: _____

County: _____ Telephone: _____

DO NOT WRITE IN THIS SECTION - FOR DIVISION USE ONLY

License/Certificate Number: _____

Date License/Certificate Approved: _____

Approved By: _____

Date License/Certificate Denied: _____

Denied By: _____

Reason For Denial/Other Comments: _____

EDUCATION REQUIREMENT: (Use additional sheets if necessary.)

Name: _____ Dates Attended: _____ To _____

Location: _____

Degree Received: _____ Date of Graduation: _____

Name: _____ Dates Attended: _____ To _____

Location: _____

Degree Received: _____ Date of Graduation: _____

Name: _____ Dates Attended: _____ To _____

Location: _____

Degree Received: _____ Date of Graduation: _____

LICENSES:

List all licenses, registrations, or certifications issued by any state that you now hold or have ever held in any regulated occupation or profession. (Use additional sheets if necessary.)

Issuing State: _____ Profession: _____

License Status: _____ License Number: _____ Effective Date: _____

Issuing State: _____ Profession: _____

License Status: _____ License Number: _____ Effective Date: _____

Issuing State: _____ Profession: _____

License Status: _____ License Number: _____ Effective Date: _____

IF YOU ARE APPLYING FOR LICENSURE BY ENDORSEMENT:

Continuing Education

Provide a chronological list of continuing professional education (CPE) programs participated in within the 24 months prior to this application. (Use additional sheets if necessary.)

CPE Hours: _____ Date: ____/____/____ to ____/____/____

Course Title/Description: _____

Location: _____

Course Sponsor: _____

CPE Hours: _____ Date: ____/____/____ to ____/____/____

Course Title/Description: _____

Location: _____

Course Sponsor: _____

CPE Hours: _____ Date: ____/____/____ to ____/____/____

Course Title/Description: _____

Location: _____

Course Sponsor: _____

CPE Hours: _____ Date: ____/____/____ to ____/____/____

Course Title/Description: _____

Location: _____

Course Sponsor: _____

Professional Employment

If you are applying for licensure by endorsement, provide a chronological list of your professional employment showing at least 5 of the last 10 years of professional employment.

OR

If initial licensure, provide list for 2,000 hours of professional employment. (Use additional sheets if necessary.)

Dates Employed: from ____/____/____ to ____/____/____

Employer Name: _____

Employer Mailing Address: _____

City: _____ State: _____ Zip: _____

Employer Phone: _____

Dates Employed: from ____/____/____ to ____/____/____

Employer Name: _____

Employer Mailing Address: _____

City: _____ State: _____ Zip: _____

Employer Phone: _____

Dates Employed: from ____/____/____ to ____/____/____

Employer Name: _____

Employer Mailing Address: _____

City: _____ State: _____ Zip: _____

Employer Phone: _____

(Continued on the reverse.)

Dates Employed: from ____/____/____ to ____/____/____

Employer Name: _____

Employer Mailing Address: _____

City: _____ State: _____ Zip: _____

Employer Phone: _____

Dates Employed: from ____/____/____ to ____/____/____

Employer Name: _____

Employer Mailing Address: _____

City: _____ State: _____ Zip: _____

Employer Phone: _____

Dates Employed: from ____/____/____ to ____/____/____

Employer Name: _____

Employer Mailing Address: _____

City: _____ State: _____ Zip: _____

Employer Phone: _____

Dates Employed: from ____/____/____ to ____/____/____

Employer Name: _____

Employer Mailing Address: _____

City: _____ State: _____ Zip: _____

Employer Phone: _____

FUNERAL SERVICE QUALIFYING QUESTIONNAIRE

Answer “**yes**” or “**no**” for each question. Do not leave any question blank.

1. _____ Have you ever applied for or received a license, certificate, permit, or registration to practice in a regulated profession under any name other than the name listed on this application?
2. _____ Have you ever been denied the right to sit for a licensure examination?
3. _____ Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, or disciplined in any way?
4. _____ Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any profession licensing agency or criminal or administrative jurisdiction?
5. _____ Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency?
6. _____ Is any action pending against you now by either the Federal Drug Enforcement Administration or any state drug enforcement agency?
7. _____ If you are licensed in the occupation/profession for which you are applying, would you pose a direct threat to yourself, to your clients, or to the public health, safety, or welfare because of any circumstance or condition?
8. _____ Have you ever been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease and not restored?
9. _____ Have you ever been terminated from a position because of drug use or abuse?
10. _____ Are you currently using or have you recently (within 90 days) used any drugs (including recreational drugs) without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law?

(Questions continue on following page.)

11. _____ Have you ever used any drugs without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law, for which you have not successfully completed or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?
12. _____ Have you ever had a documented case in which you were involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?
13. _____ Have you ever been **arrested for or charged with** a misdemeanor in any jurisdiction? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.
14. _____ Have you ever been **arrested for or charged with** a felony in any jurisdiction?
15. _____ Have you ever pled guilty to, no contest to, or been convicted of a misdemeanor in any jurisdiction? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.
16. _____ Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?
17. _____ Have you ever been allowed to plea guilty or no contest to any criminal charge that was later dismissed (i.e. plea in abeyance or deferred sentence)?
18. _____ Have you ever been incarcerated for any reason in any federal, state or county correctional facility or in any correctional facility in any other jurisdiction?

If you answered “yes” to questions 13, 14, 15, 16, 17, or 18 above, you must include with your application a copy of the police report, court docket, any probation/parole officer report, and a narrative of the circumstances that occurred for EACH and EVERY arrest and/or conviction.

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

If you answered “yes” to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

A “yes” answer does not necessarily mean you will not be granted a license; however, the Division may request additional documentation if the information submitted is insufficient.

AFFIDAVIT and RELEASE AUTHORIZATION

I am the applicant described and identified in this application for licensure, certification, or registration in the State of Utah.

I am qualified in all respects for the license, certificate, or registration for which I am applying in this application.

To the best of my knowledge, the information contained in the application and its supporting document(s) is free of fraud, misrepresentation, or omission of material fact.

To the best of my knowledge, the information contained in the application and its supporting document(s) is truthful, correct, and complete; and, discloses all material facts regarding the applicant and associated individuals necessary to properly evaluate the applicant's qualifications for licensure.

I will ensure that any information subsequently submitted to the Division in conjunction with this application or its supporting documents meet the same standard as set forth above.

I understand that it is unlawful and punishable as a class A misdemeanor to apply for or obtain a license or to otherwise deal with the Division or a licensing board through the use of fraud, forgery, or intentional deception, misrepresentation, misstatement, or omission.

I understand that this application will be classified as a public record and will be available for inspection by the public, except with regard to the release of information which is classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

I authorize all persons, institutions, organizations, schools, governmental agencies, employers, references, or any others not specifically included in the preceding characterization, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records or information of any type reasonably required for the Division to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.

Signature of Applicant: _____

Date of Signature: _____

Printed Name of Applicant: _____

Division of Occupational & Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741
FAX: 801 530-6511

VERIFICATION OF WORK EXPERIENCE AS A LICENSED APPRENTICE FUNERAL SERVICE DIRECTOR

PART I: TO BE COMPLETED BY APPLICANT

Complete Part I and have your supervisor complete Part II.

Name of Applicant: _____

Apprentice License Number: _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____

PART II: TO BE COMPLETED BY SUPERVISOR

Complete Part II and return it to the applicant for submission with his/her funeral service director application.

Name of Supervisor: _____

Funeral Service Director License Number: _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Funeral Service Establishment License Number: _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____ *(Continued on the reverse.)*

Inclusive Dates of Supervision: from: _____ to: _____

Approximate Number of Hours Applicant Worked Per Week: _____

Total Hours Worked: _____

Total Number of Embalmings Performed By The Applicant: _____

Nature of Applicant's Duties: _____

I do hereby certify that the applicant has completed the apprenticeship program for licensure as a funeral service director.

_____ Yes

_____ No

I further certify that the applicant:

_____ is qualified and competent to practice as a licensed funeral service director.

_____ is not qualified and competent to practice as a licensed funeral service director.

If applicant is not qualified, please explain the nature of the problem and recommendation for becoming qualified. (Use additional sheets if necessary.)

I further certify that the information contained in the application is truthful, correct and complete, and discloses all material facts regarding the applicant. I understand that it is unlawful and punishable as a class A misdemeanor to apply for or obtain a license or to otherwise deal with the Division through the use of fraud, forgery, or intentional deception, misrepresentation, misstatement or omission.

Signature of Funeral Service Director Supervisor: _____

Date of Signature: _____

Division of Occupational & Professional Licensing
160 East 300 South, Box 146741
Salt Lake City, Utah 84114-6741
FAX: 801 530-6511

VERIFICATION OF WORK EXPERIENCE AS A LICENSED FUNERAL SERVICE DIRECTOR

PART I: TO BE COMPLETED BY APPLICANT

Complete Part I of this form for each employer who will be verifying your work experience. If you are applying for licensure by endorsement, provide this form for each employer comprising 5 years during the last 10 years of professional employment.

Name of Applicant: _____

Funeral Service Director License Number: _____

State of Licensure: _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____

PART II: TO BE COMPLETED BY FUNERAL ESTABLISHMENT EMPLOYER

Complete Part II and return it to the applicant for submission with his/her application.

Name of Supervisor: _____

Funeral Service Director License Number: _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____

(Continued on the reverse.)

Funeral Service Establishment License Number: _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Inclusive Dates of Experience: From: ____/____/____ To ____/____/____

Approximate Number of Hours Applicant Worked Per Week: _____

Total Hours Worked: _____

Nature of Applicant's Duties: _____

I do hereby certify that the applicant has completed the full time experience outlined above as a funeral service director.

_____ Yes _____ No

I further certify that the applicant:

_____ is qualified and competent to practice as a licensed funeral service director.

_____ is not qualified and competent to practice as a licensed funeral service director.

If applicant is not qualified, please explain the nature of the problem and recommendation for becoming qualified. (Use additional sheets if necessary.)

I further certify that the information contained in the application is truthful, correct and complete, and discloses all material facts regarding the applicant. I understand that it is unlawful and punishable as a class A misdemeanor to apply for or obtain a license or to otherwise deal with the Division through the use of fraud, forgery, or intentional deception, misrepresentation, misstatement or omission.

Authorize Officer of Funeral
Service Establishment: _____

Date: _____

Division of Occupational and Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741
Fax: (801) 530-6511

REQUEST FOR VERIFICATION OF LICENSE

(Use this form to verify licensure from another state, if applicable.)

TO BE COMPLETED BY THE APPLICANT:

Complete the first section of the form. Request that the verifying state complete the form and mail it directly to the Division or return it to you for submission with your application.

Applicant's Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

I am requesting licensure in the state of Utah as a: _____

I am/have been licensed in your state under the name: _____

My Social Security Number is: _____

My Date of Birth is: _____

My license number in your state is/was: _____

I have enclosed the necessary license verification fee in the amount of: _____

Signature of Qualifier: _____

(Continued on the reverse.)

TO BE COMPLETED BY THE VERIFYING AGENCY:

Please furnish the information requested, sign and verify the document, and place the completed form in an envelope, seal the envelope and provide it to the applicant in person or by mail. The qualifier will include the verification of licensure with his/her Utah application. Thank you.

Name of Verifying State: _____

Name of Licensee (as it appears in verifying state's records): _____

Name of Qualifying Person: _____

Classification of License Issued: _____

License Number: _____ Current Status: _____

Original Date of Licensure: _____ Expiration Date: _____

Continuously Licensed:

_____ Yes _____ No, please explain: _____

Licensed By:

_____ Exam, Type: _____ Date: _____

_____ Endorsement, From What State _____

Examination Scores: _____

Education Required For Licensure: _____

Disciplinary Action or Pending Disciplinary Action:

_____ No _____ Yes, please provide certified copies of all Petitions, Orders, etc.

Signature: _____ Title: _____

Agency: _____

Date: _____

(SEAL)